



MIECHV Training Log

Coordinated Intake Workers

Hire Date: ____/____/____

End Date: ____/____/____

Agency Name: _____

Coordinated Intake Worker Name: _____

Supervisor Name: _____

Required Trainings: 1. Introduction/Orientation to MIECHV (to be completed within 3 months of hire)	SOURCE	DATE
a. Introduction to MIECHV-recorded ELC webinar http://www2.illinois.gov/gov/OECD/Pages/EarlyLearningCouncil.aspx ; scroll down for the list of webinars)		
b. Understanding and Connecting the Roles of CIW and CSD – recorded webinar for supervisors (Ounce: https://educare.webex.com/educare/k2/e.php?RCID=960032a782a2c05d6f97292e86b1537b)		
c. Home Visiting Models-recorded ELC webinar http://www2.illinois.gov/gov/OECD/Pages/EarlyLearningCouncil.aspx ; scroll down for the list of webinars)		
d. Please contact Joanna Su at OECD to set up a phone or in-person orientation after new staff have viewed the above three webinars.		
e. Introduction to Mandated Reporting – Online (Ounce)		
f. For staff without a home visiting background, please work with your supervisor to schedule a time to appropriately “shadow” a home visitor in your community (with prior permission from the family and the home visitor).		
Required Trainings: 2. Engaging Families on Sensitive Topics (to be completed or scheduled within 6 months of hire)	SOURCE	DATE
a. Motivational Interviewing (Ounce)		
b. 4 P's training DVD (provided by OECD)		
c. Challenges to Home Visiting: Domestic Violence – Online (Ounce)		
d. Illinois Coalition Against Domestic Violence 40 hour Domestic Violence Training (contact your local domestic violence agency for dates)		
e. Challenges to Home Visiting: Perinatal Depression – Online (Ounce)		
f. Challenges to Home Visiting: Substance Abuse-Online (Ounce)		

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Coordinated Intake Workers (continued)



MIECHV Training Log

Required Trainings: 3. Connecting with Other Services and Systems (to be completed or scheduled within 6 months of hire)	SOURCE	DATE
a. Developmental Screening and the Early Intervention System- Part 1 and 2 (Ounce)		
b. Messaging Tool: Communicating with Families about Development Screening- handout (ICAAP)		
c. Coordinating Care Between Home Visiting and the Primary Care Medical Home – recorded webinar (ICAAP)		
d. Messaging Tool: Encouraging Family Use of the Primary Care Medical Home – flyer (ICAAP)		
Recommended Trainings	SOURCE	DATE
1. Coordinated Intake and Community Systems Developer Learning Communities (Ounce)		
2. All required trainings for home visitors (previously listed)		
3. Please see Ounce of Prevention Training Catalog for additional topics; all of these trainings are beneficial to this role.		
4. Please see www.partnerplanact.org for offered trainings; many of these trainings are beneficial to this role.		



MIECHV Training Log

Community System Development Workers

Hire Date: ____/____/____

End Date: ____/____/____

Agency Name: _____

Community System Developer Name: _____

Supervisor Name: _____

Required Trainings: 1.	SOURCE	DATE
Introduction/Orientation to MIECHV (to be completed within 3 months of hire)		
a. Introduction to MIECHV-recorded ELC webinar http://www2.illinois.gov/gov/OECD/Pages/EarlyLearningCouncil.aspx ; scroll down for the list of webinars)		
b. Understanding and Connecting the Roles of CIW and CSD – recorded webinar for supervisors (Ounce: https://educare.webex.com/educare/k2/e.php?RCID=960032a782a2c05d6f97292e86b1537b		
c. Home Visiting Models-recorded ELC webinar http://www2.illinois.gov/gov/OECD/Pages/EarlyLearningCouncil.aspx ; scroll down for the list of webinars)		
d. Please contact Joanna Su at OECD to set up a phone or in-person orientation after new staff have viewed the above three webinars.		
e. Introduction to Mandated Reporting – Online (Ounce)		
f. For staff without a home visiting background, please work with your supervisor to schedule a time to appropriately “shadow” a home visitor in your community (with prior permission from the family and the home visitor).		
Required Trainings: 2. Connecting with Other Services and Systems (to be completed or scheduled within 6 months of hire)	SOURCE	DATE
a. Developmental Screening and the Early Intervention System- Part 1 and 2 (Ounce)		
b. Messaging Tool: Communicating with Families about Development Screening- handout (ICAAP)		
c. Coordinating Care Between Home Visiting and the Primary Care Medical Home – recorded webinar (ICAAP)		
d. Messaging Tool: Encouraging Family Use of the Primary Care Medical Home – flyer (ICAAP)		

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MIECHV Training Log



MIECHV Training Log

Community System Development Workers (continued)

Recommended Trainings		
1. Coordinated Intake and Community Systems Developer Learning Communities (Ounce)		
2. Engaging Families on Sensitive Topics (if the CSD is also doing any direct outreach to families)		
a. Motivational Interviewing (Ounce)		
b. 4 P's training DVD (provided by OECD)		
c. Challenges to Home Visiting: Domestic Violence – Online (Ounce)		
d. Challenges to Home Visiting: Perinatal Depression – Online (Ounce)		
e. Challenges to Home Visiting: Substance Abuse-Online (Ounce)		
3. Please see Ounce of Prevention Training Catalog for additional topics; all of these trainings are beneficial to this role.		
4. Please see www.partnerplanact.org for offered trainings; many of these trainings are beneficial to this role		



MIECHV Training Log

Coordinated Intake and Community System Development Supervisors

Hire Date: ____/____/____

End Date: ____/____/____

Agency Name: _____

CI/CSD Supervisor Name: _____

Supervisor Name: _____

Required Trainings (to be completed within 3 months of hire)	SOURCE	DATE
1. Introduction/Orientation to MIECHV		
a. Introduction to MIECHV – recorded ELC webinar http://www2.illinois.gov/gov/OECD/Pages/EarlyLearningCouncil.aspx ; scroll down for the list of webinars)		
b. Understanding and Connecting the Roles of CIW and CSD – recorded webinar for supervisors (Ounce: https://educare.webex.com/educare/k2/e.php?RCID=960032a782a2c05d6f97292e86b1537b)		
c. Please contact Joanna Su at OECD to set up a phone or in-person orientation after new staff have viewed the above three webinars.		
d. Home Visiting Models-recorded ELC webinar http://www2.illinois.gov/gov/OECD/Pages/EarlyLearningCouncil.aspx ; scroll down for the list of webinars)		
e. Introduction to Mandated Reporting – Online (Ounce)		
2. Supervising the CIW/ CSD		
a. Supporting Success for CIW and CSD – recorded webinar (Ounce)		
b. Reflective Supervision for CIW and CSD-recorded webinar (Ounce)		
Recommended Trainings:	SOURCE	DATE
1. Reflective Supervision (Ounce)		
2. All required and recommended trainings for CI and/or CSD (previously listed).		
3. Please see Ounce of Prevention Training Catalog for additional topics; all of these trainings are beneficial to this role.		
4. Please see www.partnerplanact.org for offered trainings; many of these trainings are beneficial to this role.		



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